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# USAREUR BULLETIN

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Number 17

HQ USAREUR/7A, Unit 29351, APO AE 09014

1 September 1999

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This bulletin expires 1 year from date of publication.

## 21ST TSC (PROV) UNITS

The 21st Theater Support Command (Provisional) (21st TSC (Prov)) was activated by Permanent Orders (PO) 106-1, dated 16 April 1999 (amended by PO 145-1, dated 25 May 99). The effective date of the activation was 30 April 1999. The 21st TSC will replace the 21st Theater Army Area Command (21st TAACOM) on 16 October 2000. Personnel should use the new designation (21st Theater Support Command (Provisional) (21st TSC (Prov))) instead of 21st TAACOM.

The 200th Theater Support Command Materiel Management Center (Provisional) (200th TSC MMC (Prov)) was activated by PO 145-2, dated 25 May 1999. The effective date of the activation was 21 May 1999. The 200th TSC MMC will replace the 200th Materiel Management Center (Theater Army) (200th MMC (TA)) on 16 October 2000. Personnel should use the new designation (200th Theater Support Command Materiel Management Center (Provisional) (200th TSC MMC (Prov))) instead of 200th MMC (TA).

## OF AND SF FORMS

The optional form (OF) and standard forms (SFs) listed in appendix A are no longer issued by the United States Army Publication Distribution Center. Personnel who need these forms must purchase them from the General Services Administration following the procedures in appendix A.

## NEW ELECTRONIC REGULATION

The following USAREUR regulation has just been published and is available only in electronic format in the Electronic Library of USAREUR Publi-

cations and AE Forms at <http://www.aeaim.hqusareur.army.mil/library/home.htm>:

➤USAREUR Regulation 27-9, Misconduct by Civilians, 23 July 1999

## MILITARY CORRESPONDENCE COURSES

The Office of the Deputy Chief of Staff, Information Management (ODCSIM), HQ USAREUR/7A, offers a free course in preparing and managing military correspondence. The remaining 1999 course schedule is—

- 17 September (full)
- 15 October
- 19 November

The course is given from 0930 to 1700 at HQ USAREUR/7A, building 31-south, Campbell Barracks, Heidelberg, Germany, in the ODCSIM Conference Room. The last 2 hours of the course are an optional question-and-answer period. Travel costs to Heidelberg are the responsibility of the attendee's unit.

USAREUR personnel may request course reservations from Ms. Gross by telephone (370-7914), fax (370-6568), mail (HQ USAREUR/7A, ATTN: AEAIM-SM-EB, Unit 29351, APO AE 09014), or e-mail ([grossc@hq.hqusareur.army.mil](mailto:grossc@hq.hqusareur.army.mil)).

## WEEKLY UPDATE

To find out which USAREUR publications and AE forms have been digitized each week, personnel should check the Weekly Update section in the Electronic Library of USAREUR Publications and AE Forms at <http://www.aeaim.hqusareur.army.mil/library/home.htm>.

## HOW TO USE THIS BULLETIN

HQ USAREUR/7A publishes the USAREUR Bulletin (UB) on the 1st and 15th of each month.

Only items sent by or through a HQ USAREUR/7A staff office will be accepted for publication in the UB. HQ USAREUR/7A staff offices may send items by fax (370-6568), mail (HQ USAREUR/7A, ATTN: AEAIM-SM-EB, Unit 29351, APO AE 09014), or e-mail ([pubsmail@hq.hqusareur.army.mil](mailto:pubsmail@hq.hqusareur.army.mil)).

Personnel with questions or comments about this bulletin may contact the UB editor by telephone (370-6267) or e-mail ([pubsmail@hq.hqusareur.army.mil](mailto:pubsmail@hq.hqusareur.army.mil)).

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Official:

JOHN P. CAVANAUGH

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## DISTRIBUTION:

Distribute according to DA Form 12-88-E, block number 0794, command-level A (USAREUR Bulletin).\*

\*One copy for each officer, warrant officer, and every 10 enlisted and civilian personnel.

## APPENDIX A

### OPTIONAL AND STANDARD FORMS

The optional form (OF) and standard forms (SFs) listed below are no longer issued by the United States Army Publication Distribution Center. These forms must be purchased from the General Services Administration (GSA) by national stock number (NSN).

To obtain these forms, users can order them through regular supply channels or establish an account with the GSA (a Department of Defense activity address code (DODAAC) is required).

The GSA will accept direct payment with the International Merchant Purchase Authorization Card (IMPAC). Turn-around time to receive forms is about 7 to 10 days.

For information, personnel may contact the GSA at DSN (312) 330-6085/7985.

**NOTE:** The United States Army Publications and Distribution Center, Europe, has some of the forms listed below and will continue issuing them until stocks are depleted.

FORM	TITLE	NSN
OF 80	999 (2 X 2)	7540-00-139-4831
SF 30	Amendment of Solicitation/Modification of Contract	7540-01-152-8070
SF 66	Official Personnel Folder	7540-00-222-3442
SF 98	Notice of Intention to Make a Service Contract and Response to Notice	7540-00-926-8972
SF 100	Employer Information Report EEO-1 Instruction Booklet	7540-00-926-2049
SF 180	Request Pertaining to Military Records	7540-00-142-9360
SF 293	Notice to Separated Employee Concerning Disposition of Official Personnel Folder/ Merged Records Personnel Folder and Employee Medical Folder	7540-01-109-8811
SF 298	Report Documentation Page	7540-01-280-5500
SF 539	Medical Record—Abbreviated Medical Record	7540-00-634-4175
SF 559	Medical Record—Allergen Extract Prescription, New and Refill	7540-01-087-3621
SF 603A	Health Records—Dental Continuation	7540-00-577-5881
SF 702	Security Container Check Sheet	7540-01-213-7900
SF 707	Secret Label for ADP Media	7540-01-207-5537
SF 1157	Claim for Witness Attendance Fees, Travel and Miscellaneous Expenses	7540-00-634-4347
SF 1188	Cancellation of Payroll Deductions for Labor Organization Dues	7540-00-985-7113
SF 1199A	Direct Deposit Sign-Up Form	7540-01-058-0224
SF 1444	Request for Authorization of Additional Classification and Rate	7540-01-268-0631
SF 2801-1	Certified Summary of Federal Service	7540-01-021-7388
SF 2808	Designation of Beneficiary—Civil Service Retirement System	7540-00-634-4260
SF 2821	Agency Certification of Insurance Status	7540-01-231-5587
SF 3106A	Current/Former Spouse's Notification of Application for Refund of Retirement Deductions Under the Federal Employee's Retirement System (FERS)	7540-01-249-5577
SF 5515	Debit Voucher	7540-01-031-9230